

COMHELTACWINGPACINST 4790.12B
N4
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COMHELTACWINGPAC INSTRUCTION 4790.12B

Subj: QUALITY ASSURANCE REPRESENTATIVE/COLLATERAL DUTY QUALITY
ASSURANCE REPRESENTATIVE/COLLATERAL DUTY INSPECTOR
RESPONSIBILITIES, QUALIFICATION REQUIREMENTS AND POLICIES

Ref: (a) OPNAVINST 4790.2H
(b) CHTWP Local NAMPSOP, MAINTENANCE TRAINING PROGRAM

Encl: (1) Collateral Duty Inspector Candidate's Quality
Assurance Officer Interview Form (CHTWP Form 4790/44)
(2) Quality Assurance Representative/Collateral Duty
Quality Assurance Representative/Collateral Duty
Inspector Required Reading/Recommendation Form
(CHTWP Form 4790/45)
(3) Quality Assurance Representative/Collateral Duty
Quality Assurance Representative/Collateral Duty
Inspector Qualification Requirement Worksheet
(CHTWP Form 4790/46)
(4) Quality Assurance Representative/Collateral Duty
Quality Assurance Representative/Collateral Duty
Inspector Performance Walk-Around Checklist
(CHTWP Form 4790/47)

1. Purpose. To establish specific guidelines and procedures for the nomination, designation, training and policies governing Quality Assurance Representative (QAR), Collateral Duty Quality Assurance Representative (CDQAR) and Collateral Duty Inspector (CDI) personnel in accordance with reference (a).

2. Cancellation. COMHELTACWINGPACINST 4790.12A.

3. Background. The Quality Assurance Officer (QAO) relies on cadre of highly skilled, motivated and well-educated personnel serving as QARs, CDQARs, and CDIs to ensure high quality workmanship. All levels of management within the Maintenance Department must ensure that only the most qualified members of the department fill these key positions.

4. Action

a. Maintenance Material Control Officer (MMCO) shall:
Publish a list of all QA personnel with current level of qualification and status in the Monthly Maintenance Plan (MMP).

b. QAO shall:

(1) Manage the qualification and designation of all personnel nominated as QAR, CDQAR and CDI.

(2) Endorse candidates seeking designation as QAR, CDQAR, or CDI based on their qualifications and forward with endorsement, the QAR/Inspector Recommendation/Designation Form reference (a) (OPNAV Form 4790/12).

(3) Interview all QAR, CDQAR and CDI candidates using enclosure (1) and make appropriate recommendations to the Maintenance Officer.

c. Division Officers shall:

(1) Nominate personnel as candidates for CDQARs and CDIs to the QA Officer using enclosure (2).

(2) Ensure an adequate number of CDIs are qualified and assigned to each work-center, shift and duty section.

d. Quality Assurance Supervisor shall. Ensure a corrosion control and OPNAVINST 4790.2H exam is developed and annually reviewed. All QAR/CDQAR/CDI candidates shall pass a general corrosion control and OPNAVINST 4790.2H exam.

e. QARs shall:

(1) Provide training to QAR/CDQAR/CDI candidates utilizing the respective On The Job Training (OJT) forms per reference (b), enclosures (1) through (28), as appropriate. OJT is designed to ensure that the individual is qualified to perform the task without supervision. The number of evaluations required for final sign off of a particular task is at the discretion of the qualifier and is based on the individual's demonstrated knowledge and proficiency.

(2) Conduct a QAR Walk-around with all QAR/CDQAR/CDI Candidates utilizing enclosure (4).

5. Qualification Requirements

a. QAR's and CDQAR's shall:

(1) Complete the Quality Assurance OJT syllabus, CHTWP Form 4790/17 located in reference (b), enclosure (3), and appropriate requirements initialed on enclosures (3) and (4) of this instruction.

(2) Complete the rate specific OJT syllabus, reference (b), enclosures (1),(2) and (6) through (28) for desired qualification.

b. CDI shall:

(1) Hold the rank of E-4 or above.

(2) Complete the rate specific OJT syllabus, CDI Candidate's QAO/QAS Interview Form, enclosure (1) CDI Required Reading, enclosure (2), appropriate requirements initialed on enclosure (3) and CDI Walk-Around Form, enclosure (4).

(3) Complete the professional, general corrosion control and OPNAVINST 4790.2H examinations. Minimum passing score is 90 percent. If the candidate fails any exam, one-month additional training shall be required before re-examination. The Squadron Maintenance Officer can waive this requirement.

c. Previously qualified personnel designated as a QAR/CDQAR/CDI in the same T/M/S shall:

(1) Conduct a proficiency review with QA personnel qualified in that area of expertise using the rate specific OJT training syllabus in reference (b).

(2) Provide copies of all QA training documents from previous commands (i.e. rate specific OJT).

(3) Complete the professional and general examinations prepared and administered by Quality Assurance. Minimum passing score is 90 percent.

(4) Complete and initial the requirements on enclosure (3).

d. Multi-Designation QAR/CDQAR/CDIs shall:

(1) Complete rate specific OJT syllabus per enclosure (3).

(2) Complete professional CDI and appropriate general examinations administered by the QAO for each additional rate designation. Minimum passing score is 90 percent.

e. QARs/CDQARs properly cross-trained and designated in applicable areas are qualified/authorized to:

(1) Witness torques.

(2) Witness safety wiring and cotter pin installation.

(3) Perform FOD inspection to include pre-panel closure but not to include engine intake FOD inspection.

f. QAR/CDQAR'S are not authorized to conduct final inspections on systems in which they are not qualified.

g. QARs/CDQARs shall not: Perform QA functions pertaining to maintenance actions which require specific individual certification unless specifically certified. Restrictions include:

(1) Tire and Wheel maintenance.

(2) Maintenance requiring ordnance

(3) PR/ALSS Equipment.

(4) Hydraulic Contamination.

(5) Aviation Gas Free Engineering.

(6) MK-1 Life Preservers.

h. Revocation/Suspension of QAR/CDQAR/CDI Designation:

(1) A QAR/CDQAR/CDI designation shall be revoked/suspended if at any time the QAO finds evidence that an inspector indicates unreliability, dereliction of duty, or frequent displays of improper procedures. A recommendation for revocation shall be forwarded to the Maintenance Officer via the QAO.

(2) A QAR/CDQAR/CDI designation may be reinstated at a later date if the individual in question has proven to once again be reliable, capable and responsible enough to perform assigned duties properly. Guided by this instruction, the Maintenance Officer shall determine specific requirements to be met for reinstatement.

6. QA Audit Policy. All personnel qualifying as QARs, CDQARs and CDIs must be familiar with QA audit policy and all maintenance programs.

/ / S / /
A. J. DZIELSKI

Distribution:
COMHELTACWINGPACINST 5216.1D
List I, II

COLLATERAL DUTY INSPECTION CANDIDATE'S QUALITY ASSURANCE OFFICER INTERVIEW

1. All CDI candidates will be interviewed by the QAO to ensure the candidate is suitable to be assigned the responsibility of that position.

2. The QAO shall: Signature/Date
- a. Ensure that the candidate is not being coerced into this position contrary to their will. _____
 - b. Determine that the candidate feels confident and competent in fulfilling these duties. _____
 - c. Discuss with the candidate the philosophies outlined in the OPNAV 4790.2H on the duties of a CDI/CDQAR/QAR _____
 - d. Discuss the term "Tunnel Vision". _____
 - e. Discuss the "36 Inch Rule". _____
 - f. Discuss Naval Air Maintenance Discrepancy Reporting Program (NAMDRP), as it relates to HMRS, QDRs, EIs and TPDRs. _____
 - g. Discuss procedures/conditions under which the QA designation may be revoked. _____

3. The candidate shall read and initial that they understand their responsibilities pertaining to the following areas:

- Initial
- a. Quality Assurance:
 - (1) Monitoring the quality of maintenance performed. _____
 - (2) QARs are assigned to the QA Division. They perform final QA inspections on "Safety of Flight" discrepancies and manage/monitor programs that fall under the cognizance of Quality Assurance. _____
 - (3) Positional authority while performing QA inspections as CDQARs or as CDIs and report directly to the QAO. _____
 - b. Inspection Procedures:
 - (1) Review appropriate publications for the system being inspected before checking for proper operation _____

| | <u>Initial</u> |
|--|----------------|
| (2) Receiving/Screening Inspection: | |
| (a) Verify RFI TAG and Part Number. | _____ |
| (b) Check physical condition of component. | _____ |
| (c) Review all Technical Directives/Bulletins that apply to the component and ensure they are complied with. | _____ |
| (d) Determine whether a QAR/CDQAR inspection is required, and inform the QA's in advance of the requirement. | _____ |
| (3) Report immediately any discrepancies noted while performing QA inspections to Maintenance Control, utilizing NALCOMIS. | _____ |
| c. <u>Safety</u> : | |
| (1) The QAO is the Maintenance Safety Officer. | _____ |
| (2) Safety comes first. CDIs, CDQARs, or QARs work for the Maintenance Safety Officer/QAO. | _____ |
| (3) The Safety program minimizes the opportunity for mishaps. | _____ |
| (4) Safety is an <u>ALL HANDS</u> effort. | _____ |
| (5) Job safety includes: | |
| (a) Safe work habits. | _____ |
| (b) Using proper PPE and tools. | _____ |
| (c) Grounding aircraft during all maintenance. | _____ |
| (d) Not being pressured to rush the job. | _____ |
| d. <u>CDI/CDQAR/QARs</u> : Responsible for training shop personnel in the proper use of publications and procedures. | _____ |
| e. <u>Summary</u> : | |
| (1) The CDI's or CDQAR's signature on the VIDS/MAF means that the job is complete: | _____ |
| (a) The component is installed correctly. | _____ |
| (b) The adjacent equipment is undamaged | _____ |
| (c) All tools are accounted for | _____ |

(d) The entire system has had a thorough
functional check (including oil samples as
applicable).

(e) The work area is FOD free.

(f) All paperwork is current and correct.

4. I have had a QA interview and understand the responsibilities of the CDI.

Prospective CDI/Date

Quality Assurance Officer/Date

**QUALITY ASSURANCE REPRESENTATIVE/COLLATERAL DUTY QUALITY ASSURANCE
REPRESENTATIVE/COLLATERAL DUTY INSPECTOR REQUIRED READING/RECOMMENDATION FORM**

Name: _____ Rate: _____

| 1. Required Reading: | Date | Individual's Initials |
|--|------|--------------------------|
| a. OPNAV 4790.2H VOLUME I | | |
| (1) CH 14.2 QA CONCEPTS | | |
| (2) CH 14.4 QA RESPONSIBILITIES | | |
| (3) CH 14.5 QAR RESPONSIBILITIES | | |
| (4) CH 14.6 CDQAR RESPONSIBILITIES | | |
| (5) CH 14.7 CDI RESPONSIBILITIES | | |
| b. OPNAV 4790.2H VOLUME III | | |
| (1) PARA. 6.1.3 TOOL CONTAINER INVENTORY | | |
| c. REVIEW ALL CURRENT NAMSOP's | | |
| d. NAVAIR 01-1A-509 CH 1,2,3,4,5 and 9 | | |
| e. NAVAIR 16-1-540 CH 2,4,5 and 7 | | |
| f. NAVAIR 01-1A-17 Section 5 | | |
| g. NAVAIR 01-1A-35 Section 2 | | |
| h. OPNAVINST 5100.23E | | |
| i. OPNAVINST 5100.19D | | |
| j. COMNAVAIRPACINST 3750.16L | | |

Signature/Date

Division Leading Petty Officer Recommendation

Division Chief Petty Officer Recommendation

Division Officer Recommendation

**QUALITY ASSURANCE REPRESENTATIVE/COLLATERAL DUTY QUALITY ASSURANCE
REPRESENTATIVE/COLLATERAL DUTY INSPECTOR QUALIFICATION REQUIREMENTS WORKSHEET**

Name _____ Rate _____

1. Corrosion Control school Sup. Int. _____ Date _____

2. Rate specific/work-center and related CDI requirements. Supervisors
Verify by initialing including certifications and completed OJT. Forward all
documentation to QA for review.

- | | | | |
|------------------------|---------|--------------------|---------|
| a. W/C 110 | Initial | b. W/C 120 | Initial |
| 1) VATS Operator | _____ | 1) Tire and Wheel | _____ |
| 2) Fuel Cell Maint | _____ | 2) Hyd Cont | _____ |
| 3) AD OJT | _____ | 3) AM OJT | _____ |
| 4) AD QA test | _____ | 4) AM QA test | _____ |
| c. W/C 12C | | d. W/C 130 | |
| 1) 12C OJT | _____ | 1) ALSS Maint Tech | _____ |
| 2) 12C QA test | _____ | 2) Ordnance | _____ |
| | | 3) PR OJT | _____ |
| | | 4) PR QA test | _____ |
| e. W/C 210 | | f. W/C 220 | |
| 1) AT OJT | _____ | 1) Compass Cal | _____ |
| 2) AT QA test | _____ | 2) Fuel Cell Maint | _____ |
| 3) FDR/TDR | _____ | 3) AE OJT | _____ |
| | | 4) AE QA test | _____ |
| g. W/C 230 | | h. W/C 310 | |
| 1) AO OJT | _____ | 1) LINE OJT | _____ |
| 2) AO QA test | _____ | 2) LINE QA test | _____ |
| i. MK-1 Life Preserver | | | |
| 1) MK-1 OJT | _____ | | |
| 2) MK-1 QA test | _____ | | |

3. a. NAMP test score _____ QAR _____ Date _____
 b. Corrosion test score _____ QAR _____ Date _____
 c. QAR Walk-around _____ QAR _____ Date _____

4. QAR/CDQARs

- a. QA school (recommended) QAR _____ Date _____
 b. QAR OJT CHTWP Form 4790/15 QAR _____ Date _____

**QUALITY ASSURANCE REPRESENTATIVE/COLLATERAL DUTY QUALITY ASSURANCE
REPRESENTATIVE/COLLATERAL DUTY INSPECTOR PERFORMANCE WALK-AROUND CHECKLIST**

Name _____ Rate _____

QAR _____ Date _____

1. Instructions for Quality Assurance Representative

a. To ensure Collateral Duty Inspector (CDI) candidates are evaluated by the same set of standards, the following performance checklist is to be used for the initial qualification walk-around inspection.

b. The walk-around inspection is a very important step in CDI performance qualification and shall be taken seriously and not just be a pass or fail situation. The QAR must utilize the walk-around as a training evolution for the prospective CDI and take the time during the walk-around to point out critical/vital information through past experience.

c. Review the candidate's package prior to conducting the walk-around, ensure all the paperwork is in order and complete.

d. The following are causes for Non-recommendation during the CDI walk-around:

- (1) Missing any "safety of flight" discrepancies.
- (2) Conducting maintenance without the use of the MIMs/MRCs.
- (3) Lack of knowledge or nomenclature of components or their location.
- (4) Overall lack of confidence in performing the inspection.

e. When filling out the comment section, ensure that statements include the candidate's knowledge, attitude and confidence.

2. Duties and Responsibilities

QAR Initials

a. Discuss the concepts of QA and the purpose of CDI's.

b. Demonstrate use of MIMs and MRCs.

3. NAMDRP

- a. Discuss criteria for an HMR.
- b. Discuss criteria for CAT I & II QDRs.
- c. Discuss criteria for an EI.
- d. Discuss criteria CAT I & II TPDRs.
- e. Discuss criteria for an ADR.

4. QA Audit and Inspection Programs

- a. Discuss QA management programs.
- b. Discuss QA monitored programs.
- c. Discuss QA audits and monitors.
- d. Discuss receiving and screening, in-process and final inspections.

(CHTWP Form 4790/47)
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5. Administration

- a. Review TDs and CTPL.
- b. Discuss the application of the MESM.

6. Safety Considerations

- a. Monitor Work-Center, hangar, flightline and aircraft for FOD.
- b. Monitor the safety practices of maintenance personnel for proper use of tools, PPE etc.
- c. Explain the difference between Cautions, Warnings and Notes as applied in the MIMs and MRCs.

7. QAR Comments:

OVERALL GRADE: Recommended Not Recommended
(Circle one)

QAR Signature

Candidate's Signature

